

Squash Australia Working Parties

Education Working Group

Roles and responsibilities:

Education Working Group members will play a key part in developing ideas, content and process for moving all areas of the newly launched Squash Australia Strategic Plan forward.

The Education Working Group (EDWG) will be a major resource to the Board and CEO of Squash Australia (SA) to assist in developing and managing the game of squash across Australia.

The EDWG will focus on the following key areas of SA education programs;

- 1) Annual calendar of coach development activities across the country
- 2) Talent and Identification pathways and programs for aspiring athletes around the country
- 3) Identification of resources to successfully conduct education programs
 - Staff
 - Volunteers i.e. qualified officials
 - IT requirements prior to support program delivery
 - Annual calendar

In performing its duties, the EDWG will maintain effective working relationships with the following Working Groups;

- Facilities
- Events
- High Performance

In addition, the EDWG will work in close liaison and provide direct information and recommendations to the SA Education Manager then through to the CEO and board. The Education Coordinator will be a member and resource to the EDWG, noting that this staff member has no direct line management or reporting to the EDWG. The Education Coordinator will be viewed by members of the EDWG as;

- An active member of the EDWG
- A resource and point of contact through to the CEO and board
- Will act in a secretariat role
- Can provide strategic and operational direction when and where required

To perform his or her role effectively, each EDWG member will obtain an understanding of the detailed responsibilities of EDWG roles as well as the current strategic plan aligned to the core focus of this Working Group.

Principal Partner

Authority:

The Board authorises the EDWG, within the scope of its responsibilities, to:

- Perform activities within the scope of its charter.
- Under authority to draft SA policy for review and consideration by the CEO and Board;
- Has no executive power nor does its work relieve the board of any of its responsibilities;
- Will interact with and seek advice and clarification from other committees as appropriate;
- Engage independent opinions from other advisors as it deems necessary to carry out its duties;
- Work collaboratively with all SA staff members;
- Make formal recommendations to the Chief Executive and or Board via the Education Coordinator.

Membership:

- Membership of the EDWG to a maximum of 7 plus the Chairperson and Education Coordinator;
- The Chair will be appointed for a minimum of 2 years and max of 3 consecutive years;
- Each member shall have skills and experience appropriate to the core focus of the EDWG namely accreditation frameworks, delivery and modelling of education programs event management, risk management and project planning;
- All members prior to being appointed need to complete the Skills Matrix document aligned to the EDWG;
- The total membership of the EDWG may be reviewed and changed by the CEO in consultation with the Board;
- EDWG Chairperson to be appointed by the Board;
- The role of the EDWG staffing resource will be filled by a SA Education Coordinator;
- Members of the Board and CEO are “ex-officio” members of the EDWG

Attendance at Meetings:

- Only EDWG members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed necessary;
- Quorum to consist of 50% plus one;
- Meetings shall be held not less than four times a year and a maximum of six;
- Special meetings may be convened as required and approved by the CEO;
- The Education Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the EDWG members a reasonable period in advance of each meeting;
- The Education Coordinator shall circulate the minutes of meetings to members of the EDWG within ten days of the meeting;
- Members of the EDWG should endeavour to attend every meeting.

Reporting responsibilities:

- Following up from each meeting provide the CEO with a report and identifying key actions and other matters of concern;
- Ensure the CEO is aware of matters which may significantly impact on education programs across Squash in Australia and the international circuit;
- Ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the EDWG

Terms of Reference:

The role of the EDWG is to ensure the Squash Australia education programme is fit for purpose, meeting best practice standards. In doing so the EDWG will provide innovative ideas on improving existing and new materials.